



# Nottinghamshire Safeguarding Adults Board Meeting. Minutes

15<sup>th</sup> January 2015  
1.30pm– 3.30pm

Newstead Centre, Tilford Road, Newstead Village, Nottingham  
NG15 0BS

NAME	ORGANISATION	PRESENT	APOLOGIES
Allan Breeton	Independent Chair	✓	
Amanda Sullivan	Vice Chair - Chief Operating Officer, NHS Newark and Sherwood Clinical Commissioning Group	✓	
Amanda (Mandy) Jones	Adult Safeguarding Lead, NHS Nottingham North and East, Nottingham West and Rushcliffe Clinical Commissioning Groups	✓	
Bella Furse	Safeguarding Adults and Consent Matron, Nottingham University Hospitals NHS Trust	✓	
Bob Ross	NSAB Manager, Nottinghamshire County Council	✓	
Claire Bearder	Group Manager, Access and Safeguarding, Nottinghamshire County Council	✓	
Helen Scaman	Group Manager, Access and Safeguarding, Nottinghamshire County Council	✓	
Nicola Ryan	Head of Assurance/Deputy Nurse, NHS Bassetlaw Clinical Commissioning Group		✓
Cathy Burke On behalf of Nicola Ryan	Nurse Consultant Safeguarding NHS Bassetlaw Clinical Commissioning Group	✓	
Pat Johnson	Safeguarding Adults Professional Lead, Doncaster and Bassetlaw Hospital Trust		✓
Amanda Timms (Guest) On behalf of Pat Johnson		✓	
Paul McKay	Service Director, Access and Public Protection, Nottinghamshire County Council	✓	
Tina Hymas-Taylor	Safeguarding Lead, Nottinghamshire Healthcare NHS Trust	✓	
Neil King (Guest) accompanied Tina Hymas-Taylor		✓	
Yvonne Dales	Acting Detective Chief Inspector, Public Protection Unit, Nottinghamshire Police	✓	
Latoyah Allen (Minutes)	TEMPORARY Business Support Administrator, Safeguarding Adults Strategic Team, Nottinghamshire County Council	✓	
Nichola Bramhall	Director of Nursing & Quality, Nottingham North & East CCG	✓	
Elaine Moss	Director of Quality and governance-Newark & Sherwood CCG	✓	

Tracy Mullaney	Development Officer, Representing NAVO	✓	
Moira Hardy	Deputy Director of Nursing Midwifery & Quality Doncaster & Bassetlaw Hospital	✓	
Emma Darby	Persons' At Risk Team, Community Safety, Nottinghamshire Fire and Rescue Service	✓	
Cathy Burke	Head of Assurance and Deputy Nurse	✓	
Wendy Hazard	Locality Quality Manager Nottinghamshire North Division, EMAS	✓	
Julie Gardner	Associate Director for Safeguarding and Social Care	✓	
Isabel Furse	Named Nurse Safeguarding Adults and Consent	✓	
Helen Chamberlain	Superintendent-Head of Public Protection Nottinghamshire Police – <b>AM ONLY</b>	✓	
Ruth Hyde	Chief Executive of Broxtowe Borough Council	✓	
Claire Grainger	Healthwatch Nottinghamshire	✓	
Richard Cropley	Derbyshire, Leicestershire, Nottinghamshire and Rutland Community Rehabilitation Company	✓	
Helen Scaman	Group Manager Adult Access and Safeguarding, Nottinghamshire County Council	✓	
Sarah Banks	Advanced Legal Practitioner (Adult Social Care) Legal Services, Nottinghamshire County Council	✓	
Lisa Dinsdale (Representative from SFHT)	Deputy Director of Nursing and Quality, Vulnerable Adults Team, Sherwood Forest Hospital Trust	✓	
Amanda Callow	Deputy Chief Nurse – Newark and Sherwood CCG	✓	
Catherine Kelly	Senior Communications Business Partner, Nottinghamshire County Council	✓	
Hannah Hogg	Leading on Care Act for NHCT	✓	
Tina Lowe	Training Co-Ordinator Safeguarding Adults	✓	
Claire Balmer obo Ben Wild, ACE	Derbyshire, Leicestershire, Nottinghamshire and Rutland Community Rehabilitation Company	✓	
Jane Freezer	Lead Nurse for Safeguarding, Sherwood Forest Hospital Trust	✓	
Mark Taylor	Assistant Chief Executive The Derbyshire, Leicestershire, Nottinghamshire and Rutland CRC	✓	
Charlotte Byron	Guest Presenter, Customer Service Centre, NCC	✓	

	Discussion	Action	Due date
1.	<p><b>Welcome, Apologies and Introductions</b></p> <p>The Chair welcomed everyone to the meeting, introductions were made and apologies noted.</p>		
2.	<p><b>Minutes and actions of the Previous Meeting held on 9<sup>th</sup> October 2014 and Matters Arising</b></p>		
2.1	<p><b>Action: Chris Hooper and Paul McKay to liaise in relation to a SCR in Nottingham City involving incidents in care homes, and provide an update at the next Board Meeting.</b></p> <p>Paul McKay reported that the issue has been resolved; safety measures have been put in place to reduce the high risk of fire in care homes that had previously been highlighted.</p>		
2.3	<p><b>Action: Bob Ross is to contact Alison Kirk to request an update as to the current position for NHS England and its representation on the Board, and provide an update at the next meeting in January</b></p> <p>It was agreed that, Amanda Sullivan and Elaine Moss should provide updates to the Board regarding NHS England's representation on the NSAB.</p> <p><b>Action: Elaine Moss to invite new nurse lead to next NSAB meeting.</b></p>	Elaine Moss	16/04/2015
2.4	<p><b>Action: The Training Sub Group is to continue to monitor the action for Alison Kirk to provide the results of the "safeguarding needs analysis" to the Sub-Group once it has been completed by NHS England, and provide an update to the Board at the meeting in January.</b></p> <p>Tina Lowe reported that she had not been provided with any information to date.</p> <p><b>Action: Allan Breeton to include this issue in discussions with NHS England.</b></p>	Allan Breeton	16/04/2015
2.7	<p><b>Action: Helen Chamberlain is to update the Board at the next meeting in relation to the Police representation at the Training Sub-Group.</b></p> <p>Yvonne Dale noted that no firm decision had been made with regard to Police representation at the Training Sub-group but it had been agreed that Yvonne Dales would attend whenever she was available to do so.</p>		
2.8	<p><b>Action: All Board Members whose organisations had involvement in SCR F13 are to provide their completed, or fully up-to-date if not completed, action plan by email to Teresa Ackroyd by no later than Thursday, 16<sup>th</sup> October, in order for them to be reviewed by the SCR Sub-Group at the next Sub Group meeting.</b></p> <p>Bob Ross informed the meeting that the CQC inform him of any updates to the action plans. Amanda Sullivan noted that a date in March 2015 had been set for a further review of the action plans. Allan Breeton requested that Amanda Sullivan should follow this up with NHS.</p> <p><b>Action: Amanda Sullivan to follow up with NHS England.</b></p>	Amanda Sullivan	16/04/2015
2.10	<p><b>Action: Bob Ross is to keep the Board updated in relation to the referral made to the Nursing and Midwifery Council regarding Mr. W.</b></p> <p>Bob informed the meeting that he was actively investigating this referral but had no information to present to the Board at this time.</p>		

2.11	<p><b>Action: Bob Ross is to arrange a meeting for himself, Allan Breeton, Jon Wilson, Steve Edwards, Julie Gardner and Bernadette Carter to discuss a press statement in relation to SCR F13 and the inquest.</b></p>	Allan Breeton/ Bob Ross	
2.12	<p><b>Action: Allan Breeton and Bob Ross are to provide an update to the Board at the next meeting in relation to SCR F13 and the inquest.</b></p> <p>On the agenda 15<sup>th</sup> January as part of the SCR Sub-Group update.</p>		
2.14	<p><b>Action: Allan Breeton is to update the Board on the work of the Care Act Guidance Working Group at the January Meeting.</b></p> <p>Presentation and workshop with Partnership Board completed this morning.</p> <p><b>Action: Liz Rogers is to look into the reason as to why the Nottinghamshire Police Training Plan for 2014/15 has not yet been submitted to Tina Lowe, and provide an update to Tina as soon as possible. Tina is to provide an update to the Board at the January meeting.</b></p> <p>All 3 actions have been completed.</p>	Allan Breeton	
4.1	<p><b>Action: Board members are to provide information regarding the highest risks to their organisations to Claire Bearder and Bob Ross for further consideration at the QA Sub- Group.</b></p>		
5.1	<p><b>Action: Bob Ross and Tracy Mullaney are to meet to discuss the development of an assessment tool for use by the Voluntary Sector. An update is to be provided at the next NSAB meeting.</b></p> <p>Tracy Mullaney informed the Board that the meeting didn't happen because of NAVO closing. Tracy Mullaney had met with Fiona Simpson, CEO of NAVO to discuss the way forward and it was agreed that this should be put on hold until a new Board representative can be determined.</p> <p><b>Action: It was agreed the Strategic Safeguarding Team would identify an appropriate alternative NSAB Member.</b></p>	Bob Ross	16/04/2015
3.	<p><b>Presentation: Overview of Nottinghamshire County Council Customer Service Centre Joint Working with Nottinghamshire Fire and Rescue Service – Safeguarding vulnerable people pilot project.</b></p>		
	<p>Charlotte Byron from Nottinghamshire County Council, Customer Service Centre gave a presentation of the joint initiative looking specifically at potential vulnerable people in receipt of Nottinghamshire County Council Social Care</p> <p>In summary the presentation covered the approach used – profiling / identifying people aged over 75 who would potentially find it beneficial to be contacted and asked if they would like to be involved.</p> <p><b>(The presentation slides will be disseminated with the meeting papers)</b></p> <p>A discussion session followed. A full list of information and supplementary answers is made available with NSAB meeting papers.</p> <p><b>See Appendix with these papers (NFRS results and trends from 1314 – All District)</b></p>		

4.	<b>CARE ACT 2015 and DASM Report - Bob Ross</b>		
	<p>Bob Ross spoke to his report, Care Act 2014. The purpose of the report was to inform the NSAB of certain specific requirements placed on member organisations by the Care Act 2014 and to seek assurance from relevant Board organisations that they are in a position to comply with these requirements.</p> <p>It was agreed that all Board members would complete a template regarding readiness for Care Act compliance.</p> <p>Bob Ross noted that training courses would need to be amended to include the new requirements.</p> <p>There were 2 recommendations from the report:</p> <ol style="list-style-type: none"> <li>1. Assurance is sought from relevant Board members that as of 1<sup>st</sup> April 2015 their organisations will be in a position to “make enquiries” when required by the Local Authority acting in accordance with the Care Act 2014</li> <li>2. Assurance is sought from relevant Board members that as of 1<sup>st</sup> April 2014 they will meet the Care Act requirements to have a Designated Adult Safeguarding Manager (DASM) as per the requirements of the Care Act.</li> </ol> <p>Statutory Board members are satisfied they have identified how they will cover the DASM role in their organisation.</p> <p><b>Action: Bob Ross to circulate a Care Act compliance template to all Board members</b></p> <p><b>Action: All Board members to complete the template and return it to the NSAB Business Office.</b></p>	<p><b>Bob Ross</b></p> <p><b>All Members</b></p>	<p><b>16/04/2015</b></p> <p><b>16/04/2015</b></p>
5.	<b>Care Home Provider Suspensions – Paul McKay</b>		
	<p>Paul McKay spoke to the Exempt Appendix Report of the Service Director for Access and Public Protection – Care Home Provider Suspensions. The report sets out detail of contracts currently suspended in Nottinghamshire County Council with care home providers and also a report which sets out an overview of live suspensions of care home provider contracts in Nottinghamshire. Paul noted that both reports are confidential and are not to be shared outside of this meeting.</p> <p>Paul confirmed that information regarding contract suspensions is not currently available on the Nottinghamshire County Council website. A report detailing suspensions goes to the ASCH Committee.</p> <p>The CQC website contains information re inspection reports and regulation status; it will not provide information about specific services suspended by Nottinghamshire County Council or Nottingham City.</p> <p><b>Action: It was agreed that Paul would regularly update Board as necessary.</b></p>	<p><b>Paul McKay</b></p>	<p><b>At Board meeting as appropriate</b></p>

6.	<b>Subgroup Updates</b>		
6.1	<p><u>Communications</u></p> <p>Catherine Kelly provided an update on behalf of the Communications Sub-group. In summary work is continuing nationally on the Care Act. The help Yourself Nottinghamshire website will be live in April.</p> <p><b>Action: Allan Breeton asked that in advance of the April meeting that Catherine Kelly is to arrange a meeting with all comms leads from Police, LA, Health, and noted that he would like to be informed of the date and will attend if able.</b></p>	Catherine Kelly	16/04/2015
6.2	<p><u>Training</u></p> <p>Tina Lowe provided an update on behalf of the Training Sub-group and noted that their main focus was the implications of the Care Act 2014 and amending the training to reflect the changes</p> <p>A meeting will be held in February 2015 to discuss plans for the 2015/16 training programme and to review 2013/14.</p>		
6.3	<p><u>Quality Assurance</u></p> <p>Helen Scaman provided an update on behalf of the Quality Assurance Sub-group and noted that the last meeting had low attendance with just enough members to be quorate.</p> <p>Helen Scaman proposed that the Risk Register be a standing item on the NSAB agenda. This was agreed by the Board.</p> <p>Claire Bearder suggested that any information for the Risk Register is forwarded to the QA subgroup to enable the register to be updated accurately and timely as the register would need to inform work of other Board Sub-Groups moving forwards</p> <p><b>Action: All members to inform their organisations of the risk register and that any requests for items to be added to the risk register should be emailed to the Safeguarding1 account for adding to the next Quality Assurance Sub- Group agenda.</b></p>	All Board Members	In advance of each QA Sub-Group Meeting: 05/03/2015 02/06/2015 03/09/2015 03/12/2015
6.4	<p><u>Serious Case Review</u></p> <p>Bob Ross, on behalf of Amanda Sullivan, provided an update from the Serious Case Review Sub-group. This included the coroner's narrative verdict for F13.</p> <p><b>Action: Allan Breeton asked Sarah Banks to request action of what has happened since the narrative verdict including what correspondence has gone to Department of Health and what the outcomes were.</b></p> <p>Bob Ross Provided a summary of a recent request for an SCR from Nottinghamshire Health Care NHS Trust. The request and agency summaries will be discussed at the next SCR Sub-Group Meeting.</p>	Sarah Banks	16/04/2015
7.	<b>Any Other Business</b>		
	<p>Paul McKay fed back that Trading Standards activity showed links to vulnerable adults that have been subject to scams approx 200-300people.</p> <ul style="list-style-type: none"> <li>• He assured the NSAB that any concerns around safeguarding and homecare are being managed.</li> </ul>		

	<p><u>Changes to NSAB</u></p> <p>Allan Breeton informed those present that there were some changes to the NSAB management and administration to report.</p> <p>Anna Jakeman had left the NSAB Administrator role to become Paul McKay's PA. Allan spoke on behalf of Board and thanked her for contribution.</p> <p>He also noted that Tina Lowe would be taking early retirement at the end of March 2015 and took the opportunity to thank her personally, and on behalf of the Board, for her input and wished her well.</p> <p>Bob Ross would also be leaving at the end of January 2015 for a new post in NCC. Allan thanked Bob on behalf of the Board for his excellent work as NSAB Manager.</p>				
7.	<b>Future meeting dates</b>				
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="183 741 863 898"> <b>NSAB:</b>  <b>16<sup>th</sup> April 2015 – 2pm – 5pm Lawn View House</b>  <b>9<sup>th</sup> July 2015 – 2pm – 5pm Lawn View House</b>  <b>8<sup>th</sup> October 2015 2pm-5pm Lawn View House</b> </td> <td data-bbox="863 741 1544 898"> <b>NSAB Partnership Event:</b>  <b>19<sup>th</sup> May 2015 9am – 12.30pm Rufford Mill</b>  <b>24<sup>th</sup> November 2015 9am – 12.30pm Rufford Mill</b> </td> </tr> </table>			<b>NSAB:</b> <b>16<sup>th</sup> April 2015 – 2pm – 5pm Lawn View House</b> <b>9<sup>th</sup> July 2015 – 2pm – 5pm Lawn View House</b> <b>8<sup>th</sup> October 2015 2pm-5pm Lawn View House</b>	<b>NSAB Partnership Event:</b> <b>19<sup>th</sup> May 2015 9am – 12.30pm Rufford Mill</b> <b>24<sup>th</sup> November 2015 9am – 12.30pm Rufford Mill</b>
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